



जनगणना कार्य निदेशालय, तमिल नाडु

गृह मंत्रालय, भारत सरकार, राजाजी भवन, 'ई' विंग, तृतीय तल, बेसण्ट नगर, चेन्नई-600090.

DIRECTORATE OF CENSUS OPERATIONS, TAMIL NADU

Ministry of Home Affairs, Government of India,

Rajaji Bhawan, "E" Wing, III Floor, Besant Nagar, Chennai-600 090.

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No. D-15023/SECC/2011

Dated: 28.07.2011

TENDER NOTICE

Sealed tenders are invited from reputed registered firms, agencies and companies for supply of photocopying paper as per the quantity mentioned below for conducting the Socio Economic and Caste Census (SECC) in December 2011.

Sl. No.	Particulars	Requirement (in Tonnes)
I.	75 GSM Copier Paper in two Sizes A3 Size (29.7 cm x 42 cm) A4 Size (21 cm x 29.7 cm)	05 15

TENDER CONDITIONS

1. The successful bidder should complete the total supply of photocopying paper within 10 days from the date of supply order issued. No request for extension of time under any circumstances shall be entertained.
2. The paper consignments have to be delivered at our Scanning Centre at Central Warehousing Corporation Godown, Chitlapakkam, Chrompet, Chennai.
3. Rate should be quoted per metric tonne and must be all inclusive covering the applicable taxes and levies, freight / transportation and unloading charges and related expenses. The rate should be quoted on the letterhead of the firm and submitted along with the other information sought as indicated at Annexure - I.
4. **Quality of the Paper:** Random samples will be taken and sent for quality testing at reputed agencies and in case of failure to meet quality standards, EMD will be forfeited.
5. Bidders should be registered with the Authorities as required under the Law for carrying out the business.

Note: The bidder should not have been blacklisted by any Central Government/State Government /other Public Sector Undertaking offices.

6. **Earnest Money Deposit(EMD)** : EMD of **Rs.25,000/-** should be paid only in the form of Demand Draft/Bankers Cheque/Pay Order in favour of **“Drawing Disbursing Officer, Directorate of Census Operations, Tamil Nadu”** payable at Chennai. Any bids without EMD shall be rejected. The EMD of unsuccessful bidders will be returned within 15 days without any rate of interest after tender process is completed.
7. **Due Date:** Due date for submission of bid is on or before 4 p.m. on 05/08/2011 at “Directorate of Census Operations, Tamil Nadu, 3rd Floor, ‘E’ Wing, Rajaji Bhavan, Besant Nagar, Chennai – 600 090. Offers received after due date and time of submission shall not be considered. Bids will be opened on 05/08/2011 at 4.30 p.m.
8. If tenders are submitted by hand, then sealed envelope must indicate Tender Number & Due date of opening as well and shall be dropped in the Tender Box provided for the purpose on the scheduled date. If tenders bids are sent by post, then tender must be sent in sealed envelope and should have Tender Number and Due date of opening besides superscribing as **“Bid for Supply of Photocopier Paper”**. **Telegraphic/Fax/e-mail Tenders shall not be accepted.**
9. Failure of the successful bidder to comply with the requirement/job order shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the O/o the Directorate of Census Operations, Tamil Nadu may make the award to the next lowest evaluated bidder at the risk and cost of the successful bidder.
10. **Performance Security:** The successful bidder awarded with the job shall be required to deposit Performance Security equivalent to 10% of the total value of the work order rounded up to next thousand within seven days from the date of receipt of work order in the form of A/C payee Demand Draft/Bankers Cheque/Pay Order in favour of **“Drawing Disbursing Officer, Directorate of Census Operations, Tamil Nadu”** payable at Chennai. On request of the bidder, the EMD will be adjusted against the Security Deposit payable by the bidder and bidder shall deposit the balance amount. If the Performance Security is not paid within the time specified, the EMD of the bidder shall be forfeited. In such case, the Directorate shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the bidder due to getting the work executed either through some other bidder or through the bidder selected through the process of re-tendering. Performance Security shall be released only after successful completion of the entrusted work to the satisfaction of the purchase committee of this Directorate. No interest will be payable for “Performance Security”. Bank charges if any, shall be borne by the successful tenderer.
11. Further, in case of the DCO, Tamil Nadu has to get the work done from any other bidder because of failure to execute the entrusted work in full or part by the successful bidder, the difference in payment may be made from such amount (Performance Security).
12. Payment can be released against their pre-receipted bills in triplicate and actual completion of the entrusted job subject to satisfaction of the entrusted job. No part or advance payment under any circumstances is entertained.

13. **Attending Tender Opening:** Only one representative of each tenderer, who wishes to attend to the tender opening, shall be allowed to attend Tender Opening subject to presentation of authorization letter from the tenderer.
14. The Directorate of Census Operations, Tamil Nadu reserves the right to accept any bid and to annul the Tender process at any time prior to award of contract or reject any or all bids without assigning any reason therefor and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or Bidders on the grounds for the DCO's action.
15. **Amendments to the Tender:** Before the last date for the receipt of tender, this Directorate may amend any of the tender conditions as may be desired or wherever the Directorate feels that such an amendment is absolutely necessary. The Directorate at its discretion may or may not extend the due date and time for the submission of tender documents on account of amendments. Any such amendments to the tender conditions will be put on the Census Website "*census.tn.nic.in*". If any dispute or differences is arising in interpretation of Tender Notice, the decision of this Directorate is final in interpretation of tender. Any dispute of difference arising under out of or in connection with the Tender shall be subject to the exclusive jurisdiction of Chennai City.
16. All documents/materials enclosed with Tender bids should duly be self attested by the bidder with seal of their firms on each and all pages (excluding EMD) be serially page numbered.
17. **Special Note:**
 - a) Any ambiguity in the offer may lead to disqualification.
 - b) Conditional offer shall be summarily rejected.
18. **Other relevant information/documents of bidders should be furnished in the prescribed proforma given at Annexure –1 along with their Tender Bids.**


(S.GOPALAKRISHNAN)
Director

Tender Notice. No. D-15023/SECC/2011

Date: 28/07/2011

INFORMATION SOUGHT FROM BIDDER

(To be furnished along with Tender Bids for Photocopying of Census Documents)

1. Bids have to be accompanied by Proof of Payment of Tender Fee of Rs. 50/- in the form of Cash receipt from the DCO, Tamil Nadu towards cost of the Tender Details or A/c Payee Demand Draft of Rs.50/- drawn in favour of "***Drawing Disbursing Officer, Directorate of Census Operations, Tamil Nadu***" payable at Chennai. The tender form can be obtained from the office of DCO, Tamil Nadu, Chennai or downloaded from the website at <http://www.census.tn.nic.in>
2. EMD (as specified)
3. Copies of Sales Tax/VAT and Income Tax Registration.
4. Address of firm/dealership profile
5. Copy of the Registration Certification of the Bidder/firm.
6. Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by any other Central Government/State Government Department/Public Sector Undertakings.
7. Brief profile of the firm.
8. Financial Bid – Rate quoted per metric tonne for paper supply.

Signature.....

Name.....

Name of the Manufacturer/Supplier.....

Stamp.....